

Getting Access to WITS - Behavioral Health Community Crisis Center

Process for a contracted Behavioral Health Community Crisis Center (BHCCC) to get their agency set-up in WITS.

1. Complete the [BHCCC Agency Set-Up Packet](#).
2. Submit the completed form to the WITS Help Desk via email at dbhwitshd@dhw.idaho.gov.

Process for a new staff member with a BHCCC to request access to WITS

1. Complete the [Idaho WITS User Agreement](#) located on the WITS website.
2. Give the completed form to your Agency WITS Administrator (AWA). Your AWA will create your WITS account in accordance with the WITS User Agreement and [BHCCC Staff Roles](#), and will submit a support ticket to the WITS Help Desk.

Process for a staff member with a BHCCC to request changes to their WITS account (such as a name or email change)

1. Contact your AWA. Your AWA will update your WITS account in accordance with the [Idaho WITS User Agreement](#) and [BHCCC Staff Roles](#), and will submit a support ticket to the WITS Help Desk.

Process for a former staff member who has returned to work for a BHCCC to request access to WITS

1. Complete the [Idaho WITS User Agreement](#) located on the WITS website.
2. Give the completed form to your AWA. Your AWA will reactivate your WITS account or create a new one for you in accordance with the WITS User Agreement and [BHCCC Staff Roles](#), and will submit a support ticket to the WITS Help Desk.